

The invoice for the following purchase is missing and a copy cannot be obtained. Documentation below is submitted as proof of the purchase:

Purchase Date		Vendor		Total Invoice Amount	
Item(s) Purchased					
Quantity	Unit	Item No.	Item Description <i>(key name, make, model, serial no.)</i>	Unit Price	Cost
TAX					
Shipping					
					Total

Explanation for Missing Invoice

CAL-Card Holder

Printed Name _____ Signature _____ Date _____

CAL-Card Holder's Supervisor